



**DEPARTMENT OF THE AIR FORCE**  
**AIR FORCE RECRUITING SERVICE (AETC)**

8 Mar 04

**MEMORANDUM FOR SQUADRON PERSONNEL**

**FROM:** 367 RCS/CC  
3990 E. Bijou St  
Colorado Springs CO 80909-6806

**SUBJECT:** TDY Billeting Policy

1. When TDY, everyone in this squadron is required to plan for and use local base billeting, when available. If billeting is not available at the local base, then a non-availability code or slip is required when you submit your travel voucher. As a reminder, if you choose to billet downtown without a non-availability slip, you will only be reimbursed the cost of billeting for the local base.
2. Special authorizations for staying off base must be approved via the Commander, Support Flight Commander prior to the TDY.
3. POC is MSgt Harvey, 367 RCS/RSSI, (719) 554-1258, miles.harvey@rs.af.mil.

  
THOMAS Y. HEADEN, Lt Col, USAF  
Commander